



Josie's Learning Center

The Josephine Caring Community

Contents

Welcome to Josie's Learning Center	2
Statement of Non-Discrimination	2
Child Guidance Policy	3
Permanent Removal of a Child from the Center.....	4
Daily Care and Routines	4
Staff to Child Ratios	4
Clothing/Diapers/Bottles.....	5
Potty Training.....	6
Meals and Snacks.....	6
Naps and Rest Periods	6
Home Language Policy.....	7
Hours of Operation	7
Closure Dates	7
Admission Policy/Scheduling.....	7
Financial Policy/Fees	8
Arrivals and Departures	9
Reporting Responsibilities	10
Illness/Injury	10
Medications.....	11
Intergenerational Program	12
Early Achievers.....	12
Field Trips/Parent Involvement	12
Community and Parent Complaint/Feedback.....	13
Toys/Personal Items.....	13
Religious Activities.....	13
Disaster Plan	13
Pesticides.....	13
Gifts and Donations	14
Parent Handbook Signature Page.....	15

Welcome to Josie's Learning Center

We are pleased that you have chosen Josie's Learning Center and look forward to working with you and your child. Josie's offers a unique learning experience in an intergenerational community that is beneficial for both the children and the residents. Child care at Josephine began in 1985 and has grown along with the community. We are currently licensed for 111 children. We are open Monday-Friday from 5:30am to 6:30pm.

At Josie's Learning Center we are dedicated to providing a learning environment that guides, nurtures and enriches. Our program is designed to meet the needs of the individual child and allows each child to develop at his/her own pace. The children are divided by age group for most of the day. We have an infant room, a "waddler" room, 2 toddler classrooms, and 2 preschool classrooms. School age children use the ECEAP room before and after school and on non-school days.

We try to place children in classrooms that match their developmental level whenever possible. Your child's placement will initially be made according to age and class space availability. We realize that age alone is not always an accurate measure by which to establish a child's placement, so for the first few days that your child is in our program, our staff will be looking at their abilities and personality and considering the need for a placement change.

Josie's Learning Center is also home to Josie's ECEAP (Early Childhood Education and Assistance Program). This program is free for families who qualify based on income level and is designed to prepare children for kindergarten. Children must be 4 years old by August 31st to be eligible.

Josie's Montessori is another integral part of our Josie's Learning Center family. We offer 4 or 5-day classes for children 3-6 years of age. Classes run from 830am to 300pm with wrap-around childcare also available.

We pride ourselves on having many dedicated and long-term staff working at Josie's Learning Center. Many of our staff has been here for 10 years or more. All staff are required to have STARs training (a training system set up by the State of Washington), as well as First Aid/CPR certification. Many of our staff also has Early Childhood Education credits, certificates, and/or degrees.

Statement of Non-Discrimination

Josie's Learning Center at Josephine Caring Community will neither deny service to, nor otherwise discriminate against in the delivery of services, any person who otherwise meets the eligibility criteria of the program, on the basis of gender, race, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, culture, or because such person is a recipient of federal, state, or local public assistance.

Curriculum Philosophy

Josie's Learning Center is proud to be a "play based" childcare program. Each week, lead staff in every classroom are given planning time to focus on setting up activities and enhancing the classroom environment in ways that give children the ability to learn as they play and explore. Children are given hands on experience in all areas of development: language, science/math, art and music, motor skills, self-help and social development. We think children learn best when they are free to explore and discover through play. Teachers work to provide a balance between teacher directed and independent activities. We work closely with the county and local school district to help ensure that children in our preschool classrooms are reaching goals and learning the skills necessary to help him/her enter Kindergarten as seamlessly as possible.

Child Guidance Policy

Discipline is based upon an understanding of each child's needs and stage of development. Our goal is to help children develop self-control, acceptable behavior and respect for the rights of others, not to punish. We believe that unacceptable behavior is usually the result of inappropriate choices, not because a child is "bad". We do not use corporal punishment, cruel or unusual discipline or any discipline that frightens, humiliates, or otherwise harms children.

Staff members shall use positive methods of discipline and focus on redirection or direction rather than correction or coercion. The staff will be proactive rather than reactive. Limits are simple and direct. We believe in maintaining an environment which provides for the safety and well-being of each child.

The children will be guided toward attaining self-control concerning the following specific inappropriate behavior:

- Children hurting themselves or others
- Misuse and/or destruction of materials and property
- Verbal abuse and profanity

In helping children to understand our limits we use:

- Reminders
 - Positive reinforcement
 - Redirection
 - Problem solving
 - Giving the child choices that both the child and adult can accept
- Restraint will only be used in extreme cases that a child is unsafe to him/herself, the staff, other students, or residents. Only staff who have attended a Right Response Training course and are certified will be allowed to restrain a child.

If continued disciplinary action does not correct the problem, a conference with the parents will be arranged. If further disciplinary action is necessary, the child may be asked to leave the program.

Permanent Removal of a Child from the Center

It is rare, but in some cases, we may need to permanently remove a child from our center. A child may be asked to leave the center if:

- You do not pay your bill or payment is consistently late.
- Your child is habitually here after closing time.
- After following the set discipline policy, your child's behavior is consistently inappropriate and/or unchangeable.
- Your child is unsafe or a danger to him/her self and/or staff and other children.
- Your child is uncomfortable or unhappy in the center for an unusual length of time.
- Your child is absent for one or more weeks with no contact from their parent or guardian.
- Parent/guardian is non-compliant with school policies

The following steps will be taken prior to disenrollment:

- Parent and staff conference
 - Parent and staff will come up with a plan to help reduce the amount of behavior incidents occurring, as well as what will happen if the behavior does occur. At this point, staff will also refer parent for resources to help in the classroom and at home.
- Parent agrees to work with a specialist (if needed)
- Possible reduction in school hours

Lack of parental involvement in the above-mentioned steps is also cause for disenrollment.

Daily Care and Routines

Staff to Child Ratios

Classroom	Staff: Child Ratio
Infant	1:4
Waddler	1:7
Room #2	1:7
Room #3	1:7
Room #4	1:10
Room #5	1:10
Montessori	1:10
School Age	1:15

When age groups are mixed prior to 6:15 AM and after 5:30 PM, ratio is determined by the youngest child present.

Clothing/Diapers/Bottles

Children are naturally busy and energetic. We try to provide as much indoor and outdoor active play as possible. We also do a lot of “messy” activities. For these reasons it is important that your child wear comfortable clothes and shoes to child care. Sneakers are the best footwear. Shoes with slippery soles such as cowboy boots or “party shoes” can be dangerous for young children to run and play in. Rubber boots can also be difficult to play in. We also encourage children not to wear open toed sandals at our center.

Because children sometimes move from one room to another during the day, we request that each child bring a back pack for their coat, blanket, etc. each day.

Please bring one complete change of clothing including underwear for your child to keep here or in your child’s backpack. Please label all clothing with your child’s first and last name. The center is not responsible for lost or stolen items.

We try to keep an emergency supply of extra clothes in each room for those unexpected accidents. If your child uses these clothes, please be sure to wash and return them promptly so that other children may use them.

If your child wears diapers, you may bring a bag of disposable diapers to leave here or send diapers daily in your child’s bag. Staff will notify you when you need to bring in more diapers. If your child runs out during the day, we can loan you some from our emergency supply. You will be asked to replace them the next day. We also ask that you bring an unopened container of diaper wipes each month. These will be used by all the children in the classroom.

Diapers are changed every 2 hours unless otherwise needed. If a child is asleep at the time of their next scheduled diaper change, staff will change the child upon waking. Diaper changes are documented on diaper chart logs in the classroom and are available to see by asking a staff member.

If your child uses cloth diapers, please be aware that the Department of Health prohibits us from rinsing soiled diapers. We will send the diapers home to you, as is, in a sealed plastic bag.

If your child uses a bottle, it must be labeled with his/her name on it. Bottles may be left in the child’s cubby in the infant room and will be washed/sanitized daily. We are not allowed to lay any child down with a bottle of milk or juice.

Bottles will be prepared according to the instructions on the formula can if formula is used. If a child requires that the formula be prepared otherwise, a note from a medical professional will be required.

Breast milk will be stored in the freezer or refrigerator until ready to use. Breast milk may be thawed in the refrigerator, or if needed immediately will be thawed under running tap water or in hot water from our water dispenser.

Potty Training

You as a parent decide when your child is ready to begin the potty-training process. When you feel your child is ready, please bring underwear, plastic pants and several changes of clothes, including shoes. We feel that using underwear helps the child feel the wetness and therefore makes it easier for the child to become independent in toileting. It is normal for children to have accidents throughout the day for several days or even weeks. However, if your child continues to wet for longer than that, it may indicate they her or she is not ready. Please be aware that we will not force your child to use the toilet if he/she refuses.

Beginning September 1, 2019 children who are not fully potty trained will remain at the toddler tuition rate, regardless of age. Potty trained is defined as a child being able to go on his/her own without being told or reminded, with little to no accidents.

Meals and Snacks

The dietary department of Josephine Caring Community prepares all the snacks and meals that we serve. We serve breakfast and lunch as well as a morning and afternoon snack. We also offer a late afternoon snack for those children who are here after 4:30pm. Menus are posted monthly in each classroom. We participate in the Superintendent of Public Instruction food program and our menus are reviewed by our dietician. We serve our meals family style, which means that the children serve themselves except for our youngest toddlers. The staff is required to sit at the table with the children during meal times and encourage the children to use proper manners and engage in polite conversation.

If your child has food allergies, an alternate food choice can be provided. We will need documentation from a physician regarding the allergy and what is a suitable replacement. In the case of a milk allergy, we need a note stating what an acceptable substitute is. It is the parent's responsibility to supply this substitution.

OSPI (Office of the Superintendent of Public Instruction) offers a food reimbursement for a portion of our meal costs. This is similar to the free and reduced-price lunch program in the public schools. Each year you will be asked to fill out a confidential income statement. If your income falls within certain guidelines, we may receive reimbursement from the state for all or some of the cost of your child's meals.

Naps and Rest Periods

All children 5 years and under (and any other child showing a need for rest) will nap or rest on mats each day for a period of 1-2 hours. Children under one year of age will follow their own sleep schedules. The classroom provides sheets and blankets that are washed daily, or your child may bring a blanket from home. Please do not allow your child to bring pillows and large blankets, as they are difficult to store. Please remember to take your child's blanket home to wash at least once a week.

As of August 2015, we have adopted the "safe sleep" policy for our infants. This policy states that children under 1 year of age cannot have a blanket or any other object in their crib. We are

also only allowed to place a child on their back to sleep. Infants are also not allowed to be swaddled. Sleep sacks are an alternative available in the infant room if the parent chooses.

Home Language Policy

Josie's Learning Center staff are here to support families from all cultural, ethnic, and religious backgrounds.

If families speak languages other than English, JLC staff will do their best to provide interpretive services when necessary. Children will be encouraged to use their home language in class, while also learning English alongside their peers.

Hours of Operation

Josie's Learning Center is open Monday through Friday, 5:30 AM to 6:30 PM.

Per Washington State Law, children are not allowed to remain in childcare for more than 10 hours per day. It is our policy to allow one half hour of transportation to/from work, resulting in children being in attendance no more than 10.5 hours per day. Beginning February 1st, 2020, any child in attendance for more than 10.5 hours a day will be charged an extra \$20 per child per day.

Closure Dates

New Years Day

Memorial Day

4th of July

Labor Day

Thanksgiving

The day after Thanksgiving

Christmas Eve

Christmas Day

If a holiday falls on a Saturday, the closure day will occur the Friday prior to the holiday. If the holiday falls on a Sunday, the closure day will occur on the Monday after the holiday.

Tuition is not prorated due to holiday closures.

Admission Policy/Scheduling

Josie's Learning Center is licensed to care for children 4 weeks to 12 years of age. We offer care for 3, 4 or 5 days per week depending on the age of the child. Only 4- and 5-day schedules are available in the infant and toddler rooms. We also offer before and after school care for school age children.

No child will be allowed to attend until the registration process is complete including all appropriate paperwork and registration fees. Required paperwork includes:

-Registration packet including emergency contacts, full medical and dental contact information, and insurance information.

-Documentation of up-to-date immunization status

-Hours/days needed

- Signed parent contract
- Signed handbook signature page
- Signed Health/Disaster/Pesticide policies
- Allergy/Asthma information form (if applicable)
- Completed OSPI form (if age applicable)

Upon enrollment, you will be asked to provide a schedule for your child. If your schedule changes on a weekly or monthly basis, please submit a copy of your schedule to the office by the end of the week/month prior so you are not charged for un-scheduled days.

Please try to keep your arrival and departure times as consistent as possible. It makes it easier for your child to have a regular routine. Beginning February 1st, 2020, we will no longer be allowing children to be dropped off at the center after 10:00 am, unless you have spoken with management at least 24 hours prior.

Before and after school care is offered to children who attend Stanwood Elementary, Twin City Elementary and Cedarhome Elementary. A staff member walks children who attend Stanwood Elementary to and from school. Children who attend Twin City and Cedarhome ride a Josie's Learning Center bus/van to and from school driven by a learning center staff member. Beginning February 1st, 2020, families who do not notify staff that his/her child will not be returning to childcare on their regularly scheduled day by 3:00 pm will be charged a \$10 no call/no show fee per child.

We do not take children on a drop-in basis. If you need to bring your child on a non-scheduled day, please call first to see if there is room. Please be sure to call when your child will not be in attendance. If your child is absent for more than a week without contact from you, your child will be dropped from the center and his/her spot filled by someone else.

Half day rates are only available to employees of Josephine Caring Community. Families who enroll and wish to only have their child attend on a half-day basis will still be charged the full-day amount. If a family receives childcare subsidy from the state, whether on a foster care basis or through working connections, the child must attend childcare at least 6 hours a day on his/her schedule days.

If you plan to disenroll your child from the program, we require 2 weeks' notice. If we do not receive notice in time, you will be charged your normal scheduled days.

Financial Policy/Fees

Parents are required to sign a parent contract upon admission to the center. Upon registration, you will be required to pay a \$75 registration fee, and the current month's tuition. If your child is starting in the middle of a month, tuition for that month will be prorated based on enrollment date.

Fees are to be paid IN FULL every month and are due by the end of the previous month for the current month of services. For example, September's tuition is due in full by August 31st. The exception to this rule are charges incurred during the month such as Emergency Closure Days, No Call/No Show fees, and Overtime Charges. These must be paid with your next payment.

You may sign up for automatic withdrawal using either your bank account or credit card using the form located in your registration packet. This is the preferred method of payment. Online payments can be made as well after speaking with our childcare billing department. Credit card payments can also be made at the computers, and cash/check can still be dropped off at the front desk.

You will be charged for all your scheduled days. Tuition will not be pro-rated or refunded for any time not in attendance. Non-attendance includes, but is not limited to, illness or a student being removed either temporarily or permanently for disciplinary reasons.

Families are allowed 2 weeks of vacation time per year in which you will not be charged during your child's absence. Vacation weeks will be credited to your account and may only be used one week at a time, not in daily increments. You may, however, choose to take both weeks at once. **You will be charged for all of your regular scheduled days unless we receive written notification by the 20th of the month prior to vacation. If the 20th falls on the weekend we need notification by the previous Friday.**

If you arrive after our closing time (6:30pm) you will be charged an additional fee of \$1.00 per minute per child. If you receive subsidy from the state, this fee is not covered by subsidy.

We accept payment from DCYFS for those families that qualify for state child care assistance. You may still be required to pay a co-payment. This must be paid in full each month, by the first of the month of services. If you need information about applying for assistance with your child care costs, please contact your local DCYFS office.

It is the responsibility of the parent/guardian to ensure that you have enough authorized days per month to cover your child's attendance. This includes, but is not limited to, emergency snow days, teacher strike days, and call in/no show days. Any balance remaining after we have received payment from the State is the parent/guardians responsibility at the private pay rate.

In the event that you no longer qualify for state child care assistance, tuition will be due in full at the private pay rate prior to the last day of state coverage.

If you have any questions or concerns regarding your bill or our billing process, please contact the learning center office at 360-629-4915.

Arrivals and Departures

It usually takes 1-2 weeks for a child who has never been in a child care setting to adjust. During this time your child may act differently, such as crying when you leave or come to the center, not eating or regressing in toilet training. These actions are normal and to be expected. A smooth transition can occur if you say your good-byes quickly and then give your child to the teacher and leave. We ask that parents bring their children in to visit once or twice before starting. This will help your child/children adjust to the center, the staff and the other children.

You must sign your child/ren in and out in our electronic attendance system daily. **Every person who has permission to pick up/drop off your child must register in our attendance system.** “Clocking” your child in/out **transfers liability of the child over to Josie’s Learning Center and back to the parent/guardian.** This is a legal document and is required by the state of Washington.

Staff will not release a child to anyone other than a parent/guardian without written or verbal consent. Parents can only have access to areas that their child is present. A picture ID will be required before allowing the child to be removed from the center by anyone whom the staff has not met. This is to ensure your child’s safety and is required by law. We cannot release any child to a person under the age of 16. ID will be required.

The center has the right to refuse to release a child to anyone under the influence of drugs and/or alcohol. **We cannot refuse to release a child to a biological parent without a copy of a court order (restraining order, custody order, or parenting plan) in the child’s file.**

Please keep a close eye on your child(ren) when in our parking lots and hallways. Pick up/drop off times are busy, and there are many cars leaving/entering the parking lot. Please do not allow your child to run through the hallways or enter the building by his/herself. This is for the safety of your children, the staff, other students, and residents.

Our handicapped parking spaces are only for those with handicap placards. Please do not park in these spaces unless you are authorized to do so, even if it is only for a “quick minute.”

Reporting Responsibilities

As a licensed child care facility in the state of Washington, staff is required by law to report the following:

-A serious injury requiring medical treatment, illness requiring hospitalization of a child in our care, or death. We must report any such incidents by telephone and in writing to the parent, licensor, and child’s social worker, if applicable.

-An instance when the licensee or staff has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or child exploitation as required under chapter 26.4 RCW. We must report by telephone to child protective services or local law enforcement. Parents may or may not be notified when a report is made.

-An occurrence of food poisoning or communicable disease, as required by the state board of health, by telephone, to the local public health department.

Illness/Injury

While good attendance habits are important, young children do tend to share, so it is vital to keep your child home when he or she is sick, to stop or slow down the spread of illnesses.

If your child has had the following symptoms within 24 hours, please keep him or her home. If your child displays any of these symptoms at school, you will be called to pick him/her up. Please make every effort to be here as soon as possible after we call or have back up care lined up. It is important to make sure that we always have the most recent phone numbers on file.

- Fever of 101° or higher
- Earache or drainage from the ear
- Vomiting (2 or more times)
- Diarrhea (two or more watery bowel movements)
- Impetigo, scabies or ringworm
- Head lice

If we have a concern about your child's ability to safely return to school after illness or injury, we will request a note from that child's doctor clearing him or her for participation in school.

If this is your child's first experience being in a group setting, you can anticipate he/she may have more colds for the first few months. This is due to the child's immune system not having been exposed to the various germs from other children. Over time, their immune system will build itself up and colds will (hopefully) be few and far between. A small cold does not necessitate your child having to miss school, unless he/she has a cold accompanied by any of the above symptoms.

Staff are continuously washing and sanitizing the classroom, as well as teaching children the proper way to wash their hands. Please encourage proper handwashing at home, as well as when the child enters the classroom for the day.

Apart from head lice, any child sent home due to illness will be asked to stay home for 24 hours. In general, this means that any child sent home cannot return the next day. This is to make sure the child is well and to limit the spread of illness among the other children as well as staff and residents. In order to return, the child must be symptom free without medications for a full 24 hours.

Josephine has licensed nurses on duty 24 hours a day. In addition, all learning center staff members are First Aid and CPR certified. If we have any questions about a child's health, we may call our nurse consultant. In the event of a serious injury or illness, we will not hesitate to call 911. You will be notified immediately if your child sustains a serious injury while attending our center. Please be sure to keep your emergency numbers updated.

Medications

If your child needs medication while at school, we can administer it under the following conditions:

- Prescription medications must be in the original bottle and come with the prescription label with your child's name, dosage, and current date. Often this means bringing in the box that the medication came in.
- In the case of over-the-counter medication, we can only administer medications according to the directions on the bottle. This includes dosage according to weight/age. If your child's dosage is not on the bottle, we must have a note from the doctor stating the exact dosage and times the medication is to be given.

- The medications must be in the original bottle with your child’s name, dosage, and times to be given along with the expiration date.
- We cannot administer medications in food/beverage.
- You need to fill out a form giving us permission to give medication to your child.
- All medication will be stored in a locked box in the classroom

Please do not send medications to school with your child. They are to be brought in by a parent/guardian and handed to the teacher. This includes topical medications such as sunscreen and diaper creams.

Intergenerational Program

Josephine Caring Community is an intergenerational facility where children will come in contact with the residents every day in classrooms, on playgrounds, and as they walk in the halls. There are several planned activities such as arts and crafts and balloon volleyball. Toddler play time is a favorite with the residents. The children benefit from forming relationships with the “grandmas and grandpas” as well as being exposed to people with disabilities. In turn, the residents benefit from the joy and energy the children bring into the facility.

Early Achievers

Josie’s Learning Center participates in Early Achievers, Washington’s quality rating and improvement system (QRIS) administered by the Department of Early Learning. As an Early Achievers participant, we are demonstrating our commitment to offering high- quality child care and promoting school readiness. The Early Achievers quality standards look at what we know is good for children and will help them get ready for school – things like our activities and curriculum, how we work with families, and how we interact with children.

Family engagement is an important part of Early Achievers. You can help support our participation by asking questions, providing feedback and staying involved. We will share our rating once it has been assigned and provide more information as needed.

Field Trips/Parent Involvement

Our older groups of children will occasionally go on field trips or “field studies” during the school year. You will be notified by your child’s teacher and asked to sign a permission slip. Transportation, when necessary, is provided in Josie’s Learning Center vehicles with staff drivers. All children under 8 years of age sit in booster seats as required by Washington state law, or ride in seats equipped with 5-point harnesses on our bus. You are welcome to join your child’s class on field trips, however, for insurance reasons; we cannot utilize parents as drivers.

We also take the children on walks in the neighborhood. We may go to the library or just exploring in the area. A general permission slip for these walking trips is found on the signature page of this handbook.

During the summer months, children enrolled in our school age program attend field trips twice a week. Permission forms for these field trips will be handed out at the beginning of the summer.

Due to WAC requirements, we do not attend field trips that include bodies of water to make sure the children are as safe as possible.

If you would like to volunteer to help in your child's classroom, please speak to your child's teacher. Parent participation is always welcome and encouraged...but not required.

Community and Parent Complaint/Feedback

We make every effort at Josie's Learning Center to ensure that we are providing families with quality care that aligns with their personal/religious beliefs and allows families the opportunity to communicate with the staff/directors openly.

If an incident occurs in which a family member is not pleased with the care, he/she receives, we encourage the family member to speak with their child's teacher immediately. If the family member prefers, they may also seek out the director, assistant director, or staff development for help.

Care cards are available by the Procure computer for families to fill out to share overall concerns, frustrations, or to share about positive experiences they have had within the facility. These cards will be reviewed by the director daily and will be followed up on as soon as they are received.

Toys/Personal Items

It is our policy that children cannot bring toys/electronics from home. Items brought from home can easily be lost or broken. We cannot be responsible for valuable items brought to the center. Your child's teacher will let you know of any special "show and tell" days when your child may bring something to share with his/her class.

Religious Activities

Josephine Caring Community is affiliated with the Evangelical Lutheran Church in America.

The children say grace before meals and snacks but will not be forced to pray. We respect the rights of all children to practice or not practice religion in their own way.

Families will be notified if an event is to occur in the classroom that may conflict with the family's beliefs or culture. Every effort will be made to work with the families to come up with a solution that aligns with their culture and allows for the child to attend care as much as possible.

Disaster Plan

We conduct monthly fire and earthquake drills. All staff takes annual in-services to review emergency procedures for Josie's Learning Center. A copy of the disaster plan is available in the classroom. Copies can be made available to you upon request.

Pesticides

The Josephine facility is inspected monthly and may or may not require spraying. If spraying is needed in or near any child care areas, the children will be removed from the area and the room thoroughly aired out before they return.

Gifts and Donations

The center will gladly accept your contributions and donations of toys, equipment, art materials, outdoor toys and clothing. Because Josephine Caring Community is a non-profit organization, your contributions are tax deductible. Gifts to staff are appreciated but we cannot accept any money or valuable gifts. This is a facility-wide policy. Acceptance of these kinds of gifts results in immediate termination.

Instead of gifts to individual teachers, please consider a donation to the Josephine scholarship fund or give money directly to the center or your child's classroom.

Thank you again for choosing Josie's Learning Center. We look forward to working with you and your child. If you have any questions about our program, please feel free to stop by the office. Our door is always open.



Parent Handbook Signature Page

I have received the parent handbook containing the policies of Josie's Learning Center. I understand that it is my responsibility to abide by them. If I have any questions regarding any of the policies, I will discuss them with the Director or Assistant Director of Child Services.

Child's Name

Signature of Parent/Guardian

Date

.....

I give my child permission to go on walking trips around the neighborhood with the staff of Josie's Learning Center. These trips will include, but may not be limited to:

- Heritage Park
- The nature trail behind the middle school
- The Stanwood library
- The blocks surrounding the grounds of Josie's Learning Center

Signature of Parent/Guardian

Date